

Grant Partnership Agreement Worksheet

To be completed by and each individual partner.

Name & Contact Information:

Partner(s) Name & Contact Information:

Project Name:

Overview of Project: (include project description, and the goals, objectives, activities and outcomes of the project)

Goals of this Partnership:

Implementation Plan: (outline the roles and responsibilities regarding the management of this project)

Resources to be Provided: (include staff, funding, equipment, facilities, and by whom these will be provided)

Project Timeline: (include beginning and end dates of partnership; dates to review progress, dates related to the grant)

Impact of Partnership on each Partner: (overview of the gains and losses expected for each partner, including ownership of any products to be created with grant funds or shared funds)

Sustainability: (if project is to be sustained after the partnership ends, how will it be maintained?)

Services to be Provided: (include programs, services and activities, and party responsible)

Evaluation Process: (include any reports along with due dates and party responsible)

We agree to the validity of all of the above statements, and agree to fulfill the obligations specified. We further agree to each of the following:

- To implement the project as presented in the grant application
- To use funds or services received in accordance with the grant application and any applicable laws and regulations
- To provide all services at no charge to the target population
- To maintain honest communications with the partnering agency

Signatures:

Today's Date:

Source: Winning Grants: A How-To-Do-It Manual for Librarians® (Second Edition) by Stephanie K. Gerding and Pamela H. MacKellar (Chicago: American Library Association, 2017). ©2017 American Library Association.